

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 7: In-Home Services</b>	<b>Effective Date:</b> July 1, 2010
	<b>Section 9: Travel and Overnight Stays</b>	<b>Version:</b> 2

## POLICY

The Indiana Department of Child Services (DCS) will require notification and/or approval for travel and participation in overnight activities as follows:

### **[REVISED] In-State Travel, Activities or Events**

1. Informal Adjustment (IA) - The child's FCM will engage the parent, guardian, or custodian during monthly visits to identify any upcoming in-state travel the child may be involved in that would require an overnight stay.
2. In-Home Child In Need of Services (CHINS) - For in-state travel that requires an overnight stay over 48 hours the parent, guardian, or custodian should notify the child's Family Case Manager (FCM) during their monthly scheduled visit, via phone (voice mail messages are acceptable) or e-mail, unless this is a recurring visit with the non-custodial parent.

### **[REVISED] Out-of State Travel**

1. IA - The child's FCM will engage the parent, guardian, or custodian during monthly visits to identify any upcoming out-of-state travel.
2. In-Home CHINS - For any overnight out-of-state travel, the parent, guardian, or custodian must notify the FCM at least seven (7) days in advance, whenever possible. For any out-of-state overnight travel exceeding 48 hours the parent, guardian, or custodian must have court authorization. The parent, guardian, or custodian should notify the child's FCM as early as possible in order to allow sufficient time to obtain permission from the court for out-of-state travel unless this is a recurring visit with the non-custodial parent.

**Note:** In the event of an emergency requiring a parent, guardian, or custodian to travel out-of-state when the stay will exceed 48 hours, and the DCS local office is closed, the parent, guardian, or custodian must call the Child Abuse and Neglect Hotline (1-800-800-5556) to obtain verbal authorization from the on-call Supervisor. The parent, guardian, or custodian must provide the on call Supervisor with the vehicle color, make/model and license plate number in which the child will be traveling. The parent, guardian, or custodian must notify the assigned FCM the next business day. Refer to the DCS [Disaster Plan](#) for detailed instructions regarding ensuring the safety and security for all children under DCS care and supervision during an emergency or disaster.

### **Out-of-Country Travel**

1. IA - The child's FCM will engage the parent, guardian, or custodian during monthly visits to identify any upcoming out-of-country travel.
2. In-Home CHINS - For all out-of-country travel, the parent, guardian, or custodian must obtain written authorization from the DCS Regional Manager (RM) and a court order. Authorization must be requested at least one (1) month in advance.

### **Code References**

N/A

<b>PROCEDURE</b>
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### **[REVISED] In-State Travel**

#### **IA**

The FCM will:

1. Engage the parent, guardian, or custodian during scheduled monthly visits; and
2. Partner with the parent, guardian, or custodian to identify any upcoming in-state travel that the child may be involved in that would require an overnight stay.

### **In-Home CHINS**

The FCM will:

1. Engage the parent, guardian, or custodian during scheduled monthly visits;
2. Inform the child's parent, guardian, or custodian of the responsibility to:
  - a. Collaborate with the FCM during his or her scheduled monthly visit to identify upcoming in-state travel that the child may be involved in that would require an overnight stay; and
  - b. Communicate with the FCM during his or her scheduled monthly visit or at least seven (7) days in advance, of any overnight stay over forty-eight (48) hours, unless this is a recurring visit with the non-custodial parent;
3. Partner with the parent, guardian, or custodian to identify upcoming in-state travel that the child may be involved in that would require an overnight stay; and
4. Collect during scheduled monthly visits and document in the Management Gateway for Indiana's Kids (MaGIK) the following details if the child will be participating in any in-state travel that would require an overnight stay:
  - a. The date, duration, and location of the travel;
  - b. The purpose of the travel (e.g., vacation, extended field trip, summer camp, etc.);
  - c. The name of the adult(s) who will accompany the child; and
  - d. Contact telephone and lodging information.

### **[REVISED] Out-of State Travel**

#### **IA**

The FCM will:

1. Engage the parent, guardian, or custodian during scheduled monthly visits; and
2. Partner with the parent, guardian, or custodian to identify any upcoming out-of-state travel.

### **In-Home CHINS**

The FCM will:

1. Engage the parent, guardian, or custodian during scheduled monthly visits;
2. Inform the parent, guardian, or custodian of the responsibility to:
  - a. Collaborate with the FCM during his or her scheduled monthly visit to identify any upcoming out-of-state travel at least seven (7) days in advance whenever possible; and
  - b. Communicate with the FCM as early as possible in order to allow sufficient time to obtain permission from the court for out-of-state travel if the travel will require an overnight stay exceeding 48 hours.
3. Partner with the parent, guardian, or custodian to identify any upcoming out-of-state travel;
4. Collect during scheduled monthly visits and document in MaGIK the following details if the child will be participating in any out-of-state travel that would require an overnight stay exceeding 48 hours:
  - a. The date, duration, and location of the travel;
  - b. The purpose of the travel (e.g., vacation, extended field trip, summer camp, etc.);
  - c. The name of the adult(s) who will accompany the child;
  - d. Contact telephone and lodging information; and
  - e. Vehicle color, make/model and license plate number in which the child will be traveling; and
5. Submit a court report to the Supervisor for approval, if the travel will require an overnight stay exceeding 48 hours.

The Supervisor will:

1. Partner with the FCM to assure that the family's needs are being met; and
2. Review and approve the court report, if travel will require an overnight stay exceeding 48 hours.

### **[REVISED] Out-of-Country Travel**

**IA**

The FCM will:

1. Engage the parent, guardian, or custodian during scheduled monthly visits; and
2. Partner with the parent, guardian, or custodian to identify any upcoming out-of-country travel.

### **In-Home CHINS**

The FCM will:

1. Engage the parent, guardian, or custodian during scheduled monthly visits;
2. Inform the parent, guardian, or custodian of the responsibility to:
  - a. Collaborate with the FCM during their scheduled monthly visit to identify any upcoming travel that the child may be involved in that would require out-of-the country travel; and
  - b. Communicate with the FCM as early as possible in order to allow sufficient time to obtain permission from the court for out-of-country travel;

3. Partner with the parent, guardian, or custodian to identify upcoming travel the child may be involved in that would require out-of-country travel;
4. Collect during scheduled monthly visits and document in MaGIK the following details if the child will be participating in any travel requiring overnight stays:
  - a. The date, duration, and location of the travel;
  - b. The purpose of the travel (e.g., vacation, extended field trip, summer camp, etc.);
  - c. The name of the adult(s) who will accompany the child;
  - d. Contact telephone and lodging information; and
  - e. Vehicle color, make/model and license plate number in which the child will be traveling.
5. Submit the parent, guardian, or custodian's request for out-of-country travel to the DCS RM, who will then forward their decision to the DCS Local Office Director (LOD). The request may be made by e-mail; and
6. Submit a court report to the supervisor for approval after receiving approval from the DCS RM.

The Supervisor will:

1. Partner with the FCM to ensure the family's needs are being met; and
2. Review and approve the court report.

#### **PRACTICE GUIDANCE**

DCS is legally responsible for children who are identified as In-Home CHINS. It is equally important that DCS partners with children and their families who are participating in an IA. Therefore, it is imperative that DCS knows the whereabouts of all children under their care and supervision at all times unless the terms of the IA include travel authorization and/or restrictions.

#### **[REVISED] "Blanket" Travel Requests**

The DCS LOD can approve "blanket" travel requests for frequent in-state travel or out-of-state travel that does not require an overnight stay in excess of 48 hours in each instance. Such requests should be clearly detailed in writing and include the following:

1. Specific child to travel,
2. Adult(s) who will accompany the child, and
3. Travel location and reason for travel.

#### **FORMS**

N/A

#### **RELATED INFORMATION**

N/A